

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">17.3</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">8</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p>
<p>Authority/References</p> <p>KRS 196.030 and 196.035</p>	<p>Subject</p> <p style="text-align: center;"><b>CONTROLLED INTAKE OF INMATES</b></p>	

## I. DEFINITIONS

As used in this document the following definitions apply:

“Assessment and Classification Center (AC Center)” means the units at both the Roederer Correctional Complex and Kentucky Correctional Institution for Women that initially receive into the Department of Corrections all convicted felons, with the exception of those given the death penalty,.

“Controlled Intake” means the orderly controlled flow of convicted felons into the adult correctional institutions of the Kentucky Department of Corrections. All control shall be exercised by the Assessment and Classification Center (AC Center). It also means the methods for identifying, interviewing, and transporting Controlled Intake inmates who are eligible to meet the Parole Board.

“Medical or security cases” means convicted felons sentenced to a term of incarceration who present medical or unusual security problems which require prompt admission. Such cases shall be justified as required in this procedure.

“Controlled Intake inmate” means an inmate awaiting admission to a state adult correctional facility or transfers into a local facilities program as defined by KRS 532.100.

“Controlled Intake interviews” means interviews conducted by the Parole Board with Controlled intake offenders who have met parole eligibility guidelines.

## II. POLICY and PROCEDURE

- A. This policy establishes procedures to control and prioritize the intake of both male and female convicted felons into Department of Corrections facilities so that intake does not exceed the inmate housing capacity of its adult correctional institutions.
- B. This policy and procedure is applicable to all staff in the Kentucky Department of Corrections and to all jails, institutions, or other agencies that send or transfer

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male or female convicted felons to adult correctional institutions of the Kentucky Department of Corrections.

- C. An offender who has met parole eligibility while in a local correctional facility shall be made available to the Parole Board for an interview. The offender shall be transported to an interview site for the parole interview to comply with release procedures, state law, and regulations. Inmates that meet the guidelines for placement in the Class D program shall not be transported for an interview but shall receive a file review.

- D. Control Agency

The Assessment and Classification Center at the Roederer Correctional Complex shall coordinate intake with all necessary Kentucky officials. The Department of Corrections shall not delay reception of any prisoners as long as space is available at the appropriate Assessment and Classification Centers.

- E. Priorities

The priority for admitting prisoners shall be determined jointly by the Director of Adult Institutions and the Director of Local Facilities or their designees. Only the Commissioner or Deputy Commissioner of the Department may make an exception to this procedure.

- F. Procedures for Admission

- 1. Escapees

- a. Escapees who have been previously admitted to one of the Department's institutions shall be received on a priority basis. Institutional Wardens who have escapees to pick up shall notify the Classification Branch Manager at Central Office of the expected date of return so that space may be reserved. Escapees shall be scheduled to be returned every week, Monday through Friday.
- b. When a prisoner who has escaped from a state penal institution is lodged in a jail, the jailer shall notify the Warden of the institution from which the prisoner escaped. The jailer shall also inform the local Probation and Parole Officer. If the prisoner has escaped from a Community Center or jail program, the jailer shall notify the Probation and Parole Officer, who shall then notify the Branch Manager of the Community Services Branch. The jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

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## 2. All New Commitments and Parole Violators

### a. Jailer's Responsibilities

#### (1) All New Commitments and Parole Violators

When the county has new commitments to deliver to the Department of Corrections, the Assessment and Classification Center at the Roederer Correctional Complex shall notify the sheriff and jailer regarding the date the prisoner is to be transported to the institution. In cases of parole violators, the Parole Officer shall be notified.

If a prisoner is a medical or security priority case, the Director of Local Facilities shall be notified by the jail. The Division of Local Facilities shall be responsible for notifying the Classification Branch Manager. Written documentation shall be provided before a priority request is considered. The jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

#### (2) Parolees Returned to Community Supervision or Prisoners Shock Probated from the Jail

When a parolee is held in a jail and is returned to community supervision or shock probated from the jail, the jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

### b. Sheriff's Responsibilities

(1) The sheriff or his designee, shall have the responsibility of delivering from his county all new commitments and probation violators to the appropriate Assessment and Classification Center on the day designated by the Assessment and Classification Center Director, or his designee. Appropriate documentation for admission shall accompany the prisoner.

(2) If a prisoner's status changes and the prisoner is unavailable for delivery or if the prisoner cannot be delivered on the date designated by the Assessment and Classification

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Center, the Center shall be notified by telephone so an alternate date can be arranged.

- (3) No substitutions to inmates scheduled for admission are to be made without prior approval of the Director of the Assessment and Classification Center, or his designee.

c. Probation and Parole Officers' Responsibilities

- (1) To prevent the possibility of holding an offender past the release date, immediately after final sentencing the Probation and Parole Officer shall obtain a copy of the commitment order or judgment and compute the total jail time served prior to sentencing. The Probation and Parole Officer shall then mail a court certified copy of the commitment order containing the jail time credit up to the final sentencing date, along with the presentence investigation, to the Director of the Assessment and Classification Center at the Roederer Correctional Complex, LaGrange, Kentucky 40032. The use of e-mail to transmit this documentation shall be allowed.
- (2) Immediately upon final sentencing, the Probation and Parole officer shall complete a prisoner intake notification (Refer to CPP 27-20-02) and forward a copy to the Assessment and Classification Center and a copy to the Division of Local Facilities by using the electronic form and submitting the form on-line. When a parolee is placed in custody on a detainer issued by a Kentucky parole officer or taken into custody on a parole violation warrant, the supervising officer or Probation and Parole employee in central office having knowledge of such custody shall complete the prisoner intake notification (Refer to CPP 27-20-02) and immediately forward to the Assessment Center and to Offender Information Services by using the electronic form and submitting the form on-line.
- (3) The Probation and Parole Officer shall complete a prisoner intake notification (Refer to CPP 27-20-02) on any parole violation on the date the detainer or warrant is filed.
- (4) The Probation and Parole officer shall complete a prisoner intake notification (Refer to CPP 27-20-02) upon notification from the jailer that an escapee from a state penal institution or a community center has been lodged in

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the local jail. If the prisoner is released, the Probation and Parole officer shall send a prisoner status change (Refer to CPP 27-20-03) so the prisoner can be deleted from the controlled intake list.

- (5) When there is a change in a prisoner's status like shock probation, transfer to another county, release on appeal bond, return to jail upon denial, escape from jail while awaiting transport, or release to community supervision, the Probation and Parole officer is responsible for submitting a prisoner status change (Refer to CPP 27-20-03). The officer shall forward a copy to the Assessment and Classification Center and a copy sent to the Division of Local Facilities by using the electronic form and submitting the form on-line.
- (6) The Probation and Parole officer shall have the responsibility of returning all parole violators with warrants on the date specified by the Assessment and Classification Center Director, or his designee. The Probation and Parole supervisor responsible for the county in which the parole violator is held shall be notified of the date the parole violator is to be returned. This procedure shall be used except in counties where other arrangements have been made for the return of parole violators. When a parolee being held on a parole violation warrant or detainer is returned to community supervision, a copy of the prisoner status change (Refer to CPP 27-20-03) shall be submitted to Offender Information Services by using the electronic form and submitting the form on-line.

d. Responsibilities of the Assessment and Classification Center

- (1) Upon receipt of the prisoner intake notification (Refer to CPP 27-20-02), the PSI, and the judgment, the Director of the Assessment and Classification Center, or his designee, shall review the notification. Completed documents shall be stamped with the current date. INCOMPLETE DOCUMENTATION SHALL BE RETURNED TO THE PROBATION AND PAROLE OFFICER FOR PROPER PROCESSING.
- (2) Men under sentence of death shall be admitted directly to the Kentucky State Penitentiary upon approval and scheduling by the Assessment and Classification Center.

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Women under sentence of death shall be admitted directly to the Kentucky Correctional Institution for Women upon approval and scheduling by the Assessment and Classification Center.

- (3) A master list shall be developed for the purpose of ordering prisoners based upon the priority system. The list shall be divided into counties and shall be maintained by the Assessment and Classification Center.

The list shall indicate the following:

- (a) prisoner's name
  - (b) county of conviction
  - (c) date of birth
  - (d) parole eligibility date
  - (e) offender status
  - (f) institutional number
  - (g) any remarks
- (4) After being advised of the daily inmate count, the Classification Branch Manager and the Director of the Assessment and Classification Center shall determine the number of prisoners to be ordered. Consideration in the ordering process shall be based on bed space.
- (5) The Director of the Assessment and Classification Center, or his designee, shall notify the Sheriff or Probation and Parole supervisor by telephone of the date a prisoner shall be delivered to the Assessment and Classification Center at the Roederer Correctional Complex (for males) or the Assessment and Classification Center at the Kentucky Correctional Institution for Women (for females).
- (6) The Assessment and Classification Center shall be provided with all prisoner status changes (Refer to CPP 27-20-03). Any status change that indicates a release of the

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prisoner shall be sent to the Director of Local Facilities at the end of each day.

G. Procedures for Controlled Intake inmates eligible to meet the Parole Board

1. Identification of Controlled Intake inmates eligible for interview
  - a. The placement staff shall receive a list of all controlled intake inmates who are eligible to meet the Parole Board. The list shall be provided by the Offender Information Branch two (2) weeks prior to the Parole Board interview.
  - b. The appropriate Corrections staff shall contact each jail to verify if the offender is housed in that jail.
  - c. The placement staff shall assign the offender to a site to meet the Parole Board.
2. The parole plan investigation shall be in accordance with CPP 28-03-01.
3. Transportation and restraints shall be in accordance with CPP 27-21-01.
4. The Parole Board Interview
  - a. The Probation and Parole officer shall be responsible for the security and monitoring of the inmate while at the interview site and shall not leave the inmate unless other security arrangements have been made.
  - b. The Probation and Parole officer shall take the inmate to the Identification Unit to be photographed and fingerprinted at the interview site unless other arrangements have been made.
5. When the inmate has completed the interview with the Parole Board, he shall be returned to the local facility.
  - a. Inmates Recommended for Parole with Approved Plan and Parole Certificate
 

The Probation and Parole officer shall take those who have been recommended for parole with an approved parole plan and signed parole certificate to the jailer for the inmate's immediate release. If the parole certificate is not signed at the hearing site by appropriate personnel, the local Probation and Parole officer shall be responsible for reviewing the parole certificate with the inmate

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prior to release from jail. The form shall be signed and dated and the original given to the inmate. A copy shall be forwarded to the Parole Board, the AC Center, and one (1) copy retained in the case file of the officer.

b. Inmates Recommended for Parole without Approved Plan

Any inmate who has been recommended for parole without an approved plan shall remain in custody. The officer assigned to the local facility shall assist the inmate in the development of a parole plan.

c. Release Procedures

The Probation and Parole officer shall take the parole certificate to the inmate for signature. The officer shall instruct the inmate to immediately report to the supervising officer after release.